



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

August 18, 2006
FD 10-07

To: Processors

From: Dawn Irvine, Processing Specialist
Food Distribution Program

Subject: Processor Updates

In receiving deliveries at the U.S. Food Service warehouse for the 06/07 school year we have identified some challenges. Starting immediately, **please submit only one (1) master Bill of Lading with shipping documents**. This will help in minimizing errors and confusion when receiving your product(s). Please also ensure that any supporting documentation regarding orders identifies the correct CTD number and school name.

Additionally, if you enter your receiving information into ECOS, Arizona Department of Education will now accept the electronic messages transmitted through ECOS as your receiving documents. This means you will no longer need to submit the hard copy of these documents to us unless you are reporting overages, shortages and/or damages. You will then need to submit a **FNS 57 Form only**.

Attached you will find a FNS 709-5 Destination Data for Delivery of Donated Foods form. Please complete the form as we need to ensure our information matches that of ECOS concerning current delivery, and delivery contact information. You may have previously submitted the form but please take the time to **complete and submit the attachment by August 25, 2006**. If you have more than one delivery location (entity code) please make a copy of the form and submit as many as necessary.

Return to:
Dawn Irvine/ Food Distribution Program fax: 602.542.6978
1535 W. Jefferson St., Bin #7 email: dawn.irvine@azed.gov
Phoenix, Arizona 85007

If you have questions or concerns please feel free to contact me at (602) 364-0714 or Leona Benally at (602) 364-1965. Thank you.

Enclosures
cc: File